

Orleans Parish Juvenile Court

Intake Specialist (Part-Time)

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

DUTIES:

- Screen all youth arrested by the New Orleans Police Department based on booking criteria.
- Administer objective Risk Assessment Instrument (RAI) based on RAI policies and procedures.
- Coordinate front-end communication among the NOPD Juvenile Bureau, the Orleans Parish Juvenile Court (OPJC), the Orleans District Attorney's Juvenile division, the Youth Study Center and Alternatives to Detention administration and staff.
- Maintain a working knowledge of all Detention Alternative programs.
- Implement protocols for expedited case processing of non-detained minors, including notice to youth, family, defense and prosecution.
- Schedule referrals to the Intervention Team of court programs.
- Maintain Intake information in the OPJC and JDAI database.
- Notify youth and guardian of upcoming court dates in coordination with the Orleans District Attorney's Juvenile division.
- Track referrals to each alternative to detention.
- Maintain individual files for each youth reviewed by Intake.
- Develop rapport with District Attorney's office, Public Defender's and Judges.
- Insure accuracy of Petition's list and RAI spreadsheet.
- Other duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Bachelor's Degree from an accredited college or university.
- Experience dealing with at-risk youth preferred.
- Thorough understanding of the Juvenile Court system.
- Knowledge of the Louisiana's Children's Codes preferred.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free work place, personal conduct, having a positive attitude and working well with others.
- Ability to effectively communicate orally and in writing with OPJC Judges, Administration, co-workers, supervisors and other departments, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to maintain confidentiality of Court information and records according to law.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Clerk of Court, Judicial Administrator and service needs of the Court and the public.

Benefits:

- No benefits are associated with this position.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Intake Specialist (Part-Time) for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name